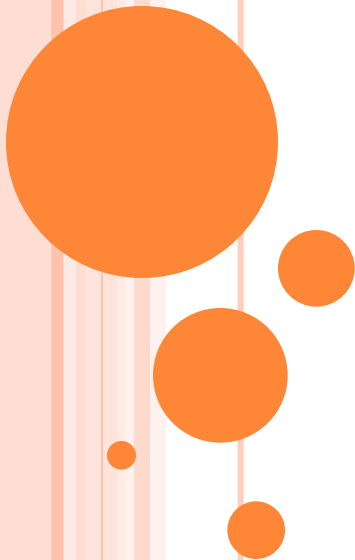


Let's look at another method to synchronize member data and have records accepted by TRS.

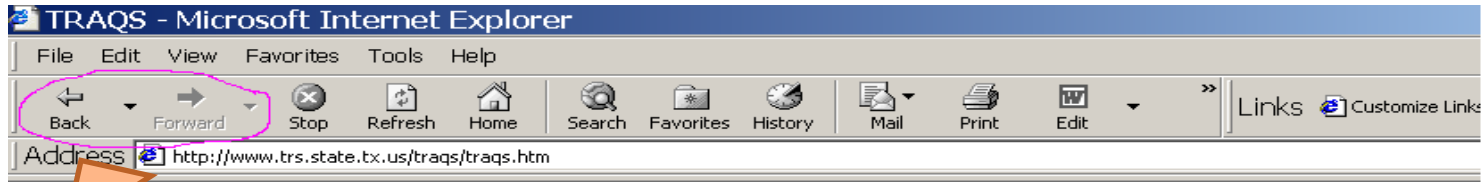
MEMBER DATA CORRECTION SYSTEM (MDCS)

Access it through the TRAQS Main Menu



Important things to know about the Member Data Correction System (MDCS)

- When a Member Data Report reaches the status of “Incomplete”, the records and associated Warning Messages will be copied to the Member Data Correction System. (MDCS)
- Reporting Entity contact with “Signature” or “Submit” authorization can use the new system.



Caution:

Do not use your browser back or forward buttons when navigating through the MDCS.

These buttons do not properly interact with this system.

You will use the following buttons within the system:

- "Previous Page"
- "Next Page"
- "Save changes"
- "Cancel"



Employer Reporting

Access the MDCS through the
TRAQS Main Menu.

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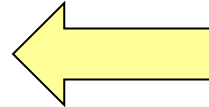
[Member Data](#)

[Correction](#)

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Please Make a Selection

- [Submit Reports](#)
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Member Data Corrections

Employer Name Employer Number

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The report has 191 records. Do you want them displayed over several pages or do you want them all on one page?
(displaying all records on one page may take several minutes)

Several Pages

All On One Page

Select either to view the records and associated Warning Messages "All On One Page" or "Several Pages".

If the file contains 10 records or less, the message above will not be displayed. All records will be shown on one page.



ACTION BUTTONS

- *Edit*
- *Override*
- *Delete*



EDIT

- Purpose:
 - To change the member data in your record to match TRS member data
 - To change data specific to the record type
- The **Save Changes** button is at the bottom of the **Edit** Screen. Click on **Save Changes** after making all appropriate changes to a record.
- If **Edit** is used, you must remember to change your data in your system to match TRS data. The **Edit** function of MDCS does not interact with your data base. If you fail to change the data in your data base, future records submitted for that member will generate Warning Messages because your data will not match TRS data.



VERRIDE

- Purpose:
 - To change TRS member demographic data to match Reporting Entity member demographic data.
- This action is only available if the Warning Message is demographic related: i.e. name, gender, date of birth.
- If you select **Override**, TRS data will be changed to match Reporting Entity data.
- The result of selecting **Override** is the same as the submission of an MD 25, Demographic Adjustment Record, which means that TRS data is changed to match your data.



DELETE

- Purpose:
 - To eliminate a record that does not require corrective action or cannot be corrected through the correction system
- When a record is marked as **Delete**, the record is discarded from the correction system. Therefore, that record will not be included with the records resubmitted through the Member Data Correction System.

IT IS POSSIBLE TO USE MORE THAN ONE ACTION BUTTON PER RECORD

- Example:

If ***Override*** has already been selected and it is realized that a suffix is needed, click on the ***Edit*** button and add the suffix.

Each time you select ***Edit*** you must also remember to click on ***Save Changes*** after making all appropriate changes to a record.

The record will still be marked as ***Overridden*** as this is necessary to let TRS know to accept the demographic data regardless of any discrepancies.



HOW TO STOP AN *OVERRIDE*

- The only way to stop an ***Override*** once a record has been marked for ***Override***, is to select ***Delete***.
 - The record will then have a status of ***Marked for Deletion*** and the ***Edit*** button may then be selected.
 - The ***Override*** function has been turned off by this action and the status will now show ***Edited***.
 - ***Edited*** means that demographic data will once again be compared to TRS data in order to validate that your data and TRS data are now the same.

IMPORTANT THINGS TO UNDERSTAND ABOUT THE MEMBER DATA CORRECTION SYSTEM

- If the MD 20, MD 30, and MD 40 record receive Warning Messages due to incorrect demographic data and the Reporting Entity data is correct, do the following:
 - Use the **Override** button with the MD 20 record
 - TRAQS will process this record first and TRS data will be changed to match the Reporting Entity data.
 - The MD 30 and MD 40 records will be sent with no action, but when they are reprocessed the TRS data and Reporting Entity data will now match because of the **Override** on the MD 20 record. The result will be that the MD 30 and MD 40 records will be accepted because the demographic data will now match.



HOW LONG IS THE DATA FILE AVAILABLE IN THE MEMBER DATA CORRECTION SYSTEM?

- When the next Member Data Report (detail) is submitted, the data in the Member Data Correction System file is either deleted or replaced.
- If the next Member Data Report reaches the report status of “Completed”, no data will be copied to the Member Data Correction System and the current file in MDCS will be deleted.
- If the next Member Data Report reaches the report status of “Incomplete”, the records and associated Warning Messages will be copied to the Member Data Correction System. This new file will replace the previous file in MDCS.
- If a Member Data “Signature” component is submitted with zero, the file in the Member Data Correction System will remain. A zero “Signature” will not cause the file in MDCS to be deleted.

Reminders

- Demographic data must be synchronized in order for the records to be accepted by TRS.
- When reading Warning Messages
 - The data after the FIRST colon is reporting entity data.
 - The data after the SECOND colon is TRS data.



Let's use the Member Data Correction System

Example #1:

The Reporting Entity submitted a Member Data Report and reached the report status of “Incomplete”.

The record types (MD20, MD30, and MD40) and associated Warning Messages were copied to the Member Data Correction System.



FOR THE PURPOSE OF THIS EXAMPLE, IT IS ASSUMED THAT THE REPORTING ENTITY DATE OF BIRTH AND LAST NAME ARE CORRECT.

Member ID: 161616161 | MD20 – Member Data Demographics Record

Not Edited

Edit

Override

Delete

RH – 161616161 MD20 REPORTED DOB: '01291965' DOES NOT MATCH TRS DOB: '11201965'

RJ – 161616161 MD20 REPORTED LAST NAME: 'VAN VLECK' DOES NOT MATCH TRS LAST NAME: 'VANVLECK'

Member ID: 161616161 | MD30 – Member Address Record

Not Edited

Edit

Override

Delete

RH – 161616161 MD30 REPORTED DOB: '01291965' DOES NOT MATCH TRS DOB: '11201965'

RJ – 161616161 MD30 REPORTED LAST NAME: 'VAN VLECK' DOES NOT MATCH TRS LAST NAME: 'VANVLECK'

Member ID: 161616161 | MD40 – CONTRACT/POSITION RECORD

Not Edited

Edit

Override

Delete

RH – 161616161 MD40 REPORTED DOB: '01291965' DOES NOT MATCH TRS DOB: '11201965'

RJ – 161616161 MD40 REPORTED LAST NAME: 'VAN VLECK' DOES NOT MATCH TRS LAST NAME: 'VANVLECK'

MDCS-16

SELECT THE ACTION NEEDED TO CHANGE TRS DATA TO MATCH REPORTING ENTITY DATA (SYNCHRONIZE DATA)

- *Edit*
- *Override*
- *Delete*



OVERRIDE

- Select ***Override*** for the MD20 Record
- Do nothing to the MD30 Record
- Do nothing to the MD40 Record



Click on ***Submit All Changes.***



Member Data Corrections

Employer

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Are you sure you want to submit all Member Data Corrections?

After selecting the appropriate action for each Warning Message, click on ***Submit All Changes.***

After you click the ***Submit All Changes*** button, you will receive the question, "Are you sure you want to submit all Member Data Corrections?"

If you click "**Yes**", the report will be submitted.

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Member Data Corrections

Employer

[Submit Reports](#) You have successfully submitted your corrected report. Now you must submit MD Signature for March, 2008 with a matching record count of 3.

[Submit Signatures](#)

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After you click “Yes” on the ***Submit All Changes*** screen, you will receive the screen reminder that you must submit the “Signature” component. It will also verify the report month and the record count to be included in your “Signature.”



RESULTS OF *OVERRIDE*

- TRAQS will process the MD20 first and the TRS date of birth and last name will be changed to match the reporting entity data.
- TRAQS will then process the original MD30, and MD40 Records. No Warning Messages will be issued this time because there will no longer be demographic discrepancies. These records will now be accepted because the ***Override*** function selected for the MD 20 record synchronized the data.



Example #2:

The Reporting Entity submitted a Member Data Report and reached the report status of “Incomplete”.

The record types (MD20, MD30, and MD40) and associated Warning Messages were copied to the Member Data Correction System.



FOR THE PURPOSE OF THIS EXAMPLE, IT IS ASSUMED THAT:

1. TRS DATE OF BIRTH IS CORRECT

2. REPORTING ENTITY LAST NAME IS CORRECT.

Member ID: 161616161 | MD20 – Member Data Demographics Record

Not Edited

Edit

Override

Delete

RH – 161616161 MD20 REPORTED DOB: '01291965' DOES NOT MATCH TRS DOB: '11201965'

RJ – 161616161 MD20 REPORTED LAST NAME: 'VAN VLECK' DOES NOT MATCH TRS LAST NAME: 'VANVLECK'

Member ID: 161616161 | MD30 – Member Address Record

Not Edited

Edit

Override

Delete

RH – 161616161 MD30 REPORTED DOB: '01291965' DOES NOT MATCH TRS DOB: '11201965'

RJ – 161616161 MD30 REPORTED LAST NAME: 'VAN VLECK' DOES NOT MATCH TRS LAST NAME: 'VANVLECK'

Member ID: 161616161 | MD40 – CONTRACT/POSITION RECORD

Not Edited

Edit

Override

Delete

RH – 161616161 MD40 REPORTED DOB: '01291965' DOES NOT MATCH TRS DOB: '11201965'

RJ – 161616161 MD40 REPORTED LAST NAME: 'VAN VLECK' DOES NOT MATCH TRS LAST NAME: 'VANVLECK'

**SELECT THE *EDIT* BUTTON TO CHANGE THE REPORTING
ENTITY DATE OF BIRTH TO MATCH TRS DATE OF BIRTH.
(SYNCHRONIZE DATA)**

- *Edit*
- *Override*
- *Delete*



EDIT

- Select ***Edit*** for the MD20 record to correct the date of birth to match TRS date of birth.
- Select ***Edit*** for the MD30 record to correct the date of birth to match TRS date of birth.
- Select ***Edit*** for the MD40 record to correct the date of birth to match TRS date of birth.
- Examples of the 3 ***Edit*** screens follow.
- Remember to also change the date of birth for the member in your data base so that future records submitted for this member will be accepted.



Edit the MD20

161616161

S

11201965

Edited



Van Vleck

Albert

J

Y

Save Changes

Edit the MD30

RECORD TYPE CODE: 30

MEMBER IDENTIFICATION NUMBER:

DATE OF BIRTH (MMDDYYYY):

GENDER CODE (F OR M):

LAST NAME:

FIRST INITIAL:

GENERATION:

MIDDLE INITIAL:

ADDRESS LINE 1:

ADDRESS LINE 2:

CITY:

STATE CODE:

POSTAL CODE (ZIP CODE)

HOME PHONE:

161616161

11201965

Edited

M

Van Vleck

A

J

2003 Whereabout Street

Any Town

TX

71717

111-111-1111

Save Changes



Edit the MD40

RECORD TYPE CODE: 40
MEMBER IDENTIFICATION NUMBER: 161616161
DATE OF BIRTH (MMDDYYYY): 11201965 Edited
GENDER CODE (F OR M): M
LAST NAME: Van Vleck
FIRST NAME: Albert
GENERATION: J
MIDDLE NAME:
PAY UNIT/SALARY FLAG (H OR S): S
HOURLY RATE: N
YEAR ROUND TEACHER FLAG (Y OR N): N
NON-STANDARD CONTRACT FLAG (Y OR N):
BEGINNING DATE OF CONTRACT/WORK AGREEMENT (MMDDYYYY): 08142007
ENDING DATE OF CONTRACT/WORK AGREEMENT (MMDDYYYY): 05292008
AMOUNT OF SALARY PAID IN JULY UNDER CONTRACT/WORK AGREEMENT FOR THE NEW YEAR:
AMOUNT OF SALARY PAID IN AUGUST UNDER CONTRACT/WORK AGREEMENT FOR THE NEW YEAR: 187
NUMBER OF DAYS IN CONTRACT/WORK AGREEMENT: 100
PERCENTAGE OF TIME WORKED: 02
POSITION CODE: M
MEMBER PAYS FICA (F-FULL, N=NONE, M=MEDICARE ONLY):
ORP ELIGIBILITY DATE (MMDDYYYY):
ORP ELECTION DATE (MMDDYYYY):
ORP VESTED FLAG (Y OR N):
DATE OF TRS ELIGIBILITY (MMDDYYYY):

 Save Changes

SELECT THE *OVERRIDE* BUTTON TO CHANGE THE
TRS LAST NAME
TO MATCH THE REPORTING ENTITY LAST NAME.
(SYNCHRONIZE DATA)

- *Edit*
- *Override*
- *Delete*



OVERRIDE

- Select ***Override*** for the MD20 record to change the TRS last name to match the Reporting Entity last name.
- Do nothing to the MD30 Record
- Do nothing to the MD40 Record



RESULTS OF *EDIT* FOR THE DATE OF BIRTH ON THE MD 20:

- TRAQS will process the MD20 first and the date of birth in the record will now match the TRS date of birth and the record will be accepted.
- TRAQS will then process the ***Edited*** MD30, and MD40 Records. The date of birth in the records will now match the TRS date of birth and the records will be accepted.

Results of *Override* for the last name on the MD 20:

- TRAQS will process the ***Overridden*** MD 20 record for the last name discrepancy. The TRS last name will be changed to match the Reporting Entity last name of Van Vleck.
- TRAQS will then process the original MD 30, and MD 40 records. No Warning Messages will be issued this time because there will no longer be demographic discrepancies. These records will now be accepted because the ***Override*** function selected for the MD 20 record synchronized the data.

Example #3:

Member ID: 171717171 | MD40 – CONTRACT/POSITION RECORD

Not Edited

Edit

Override

Delete


**FC – 171717171 MD40 DURATION CANNOT EXCEED ONE FISCAL YEAR –
POSITION START DATE: '05252007' POSITION END DATE: '05252008'**

Corrective Action:

1. Read the Warning Message.
2. Choose the **Edit** button to correct the start date in the record. (The beginning date cannot be earlier than July of the new year.)
3. Remember to **Save Changes**.



Example #4:

Member ID: 191919191 | MD40 – CONTRACT/POSITION RECORD 

Not Edited

Edit

Override

Delete

DM – 191919191 MD40 EMPLOYMENT POSITION CODE: '0' INVALID –
MUST BE 01, 02, 03, 04 OR 05

Corrective Action:

1. Read the Warning Message.
2. Choose the **Edit** button to add the position code to the record.
3. Remember to **Save Changes**.



Example #5:

Member ID: 2121211212 | MD90 – Member Data Termination Record

Not Edited

Edit

Override

Delete



ZQ – 212121212 MD90 NO CONTRACT/POSITION RECORD EXISTS FOR TERMINATION

Corrective Action:

1. Read the Warning Message.
2. Choose the **Delete** button to eliminate the record from the file.
The record will not be processed when you select the **Delete** button.
3. On your next Member Data Report, submit the MD40 and MD90 records for this terminated employee.



Example #6:

Member ID: 515151515 | MD20 – Member Data Demographics Record

Not Edited

Edit

Override

Delete

ZV – 515151515 MD20 INCLUDE ON EMPLOYMENT OF RETIRED MEMBERS REPORT

Member ID: 515151515 | MD30 – Member Address Record

Not Edited

Edit

Override

Delete

ZV – 515151515 MD30 INCLUDE ON EMPLOYMENT OF RETIRED MEMBERS REPORT

Corrective Action:

1. Read the Warning Message.
2. Choose the **Delete** button to eliminate the record from the file.
The MD20 and MD30 will not be processed when the **Delete** button is selected.
3. TRS retirees are not to be reported on the Member Data Report. Remember to report this retiree on the Employment of Retired Members Report, if the retiree is working this month.

